



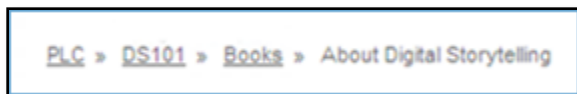
Reference Guide

Logging In

Go to the location of your Moodle. Enter your username (SAISD Email Username) and password (email password) and click Login.

Basic Navigation

The most common way to get around Moodle is to use the course breadcrumbs. The breadcrumbs are positioned below the course title and show your position in the course. See the example below:



Blocks

The rectangles on the right and left sides offer many different kinds of information. Your instructor is in control of which blocks appear on your course page, and can add, remove, or reorganize blocks at any time.

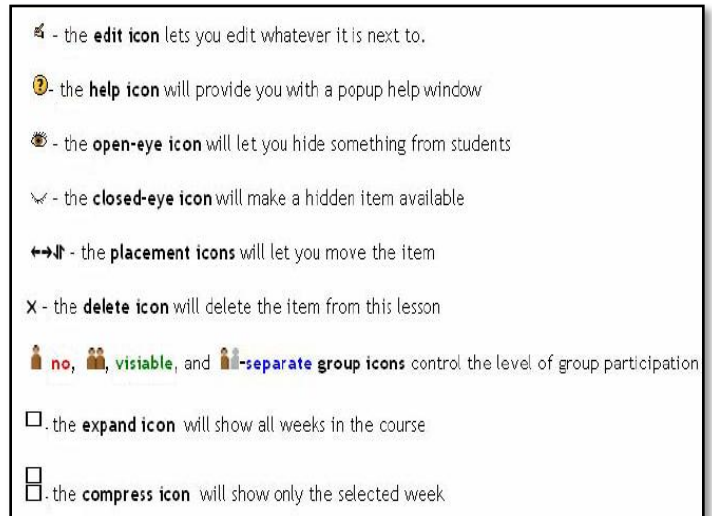
1. **People** block contains a list of all the Participants in the course. It also has Edit Profile, where you can edit your description and picture.
2. **Activities** block contains all the forums, assignments, quizzes, and other activities within the course, organized by type instead of by topic or week as on the content column.
3. **Search Forums** block allows you to search all forums in the course.
4. **Administration** block contains links to Grades and Edit Profile.
5. **Latest News** block shows the messages posted in the News Forum.
6. **Upcoming Events** block shows the next few events listed in the calendar.
7. **Recent Activity** block shows any changes, including assignments added, forum posts, and resources, virtually anything an instructor has added to the course, listed from most recent.



Adding content to your Moodle classroom

Adding any tool in a Moodle course starts with clicking the **Turn editing on** button at the top of the course page

or the link by the same title in the Administration box in the left column. The editing button is a toggle, so turn editing off the same way. When you have turned editing on all existing activity tools display the following icons:

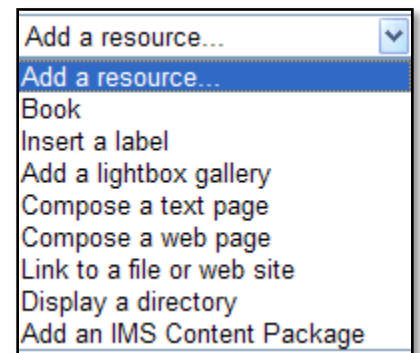


Adding Resources

There are different resource types that can be added to your course. If you click the drop down menu, it will show you the Options, which will be covered in the Moodle Level 1 class:

1. **Insert a label** will allow you to add running text into the topic or week (so this text will display directly on the course page, not as a link). This is done with the Moodle text editor, so pictures etc., can be added too.
2. **Add a lightbox gallery** will allow you to upload a group of pictures that acts as a slide show when activated by students. It is a useful tool for instructors who use a lot of images to supplement their lessons and/or class discussions.

3. **Compose a text page** will open a simple text editor (without button bar), which is suitable only for plain text, but written links will automatically be activated.



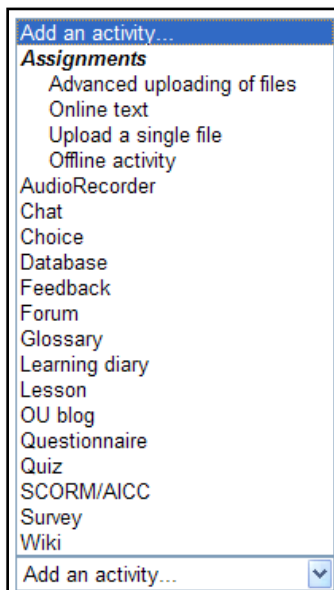
4. **Compose a web page** will open the Moodle text editor with button bar that allows you to create rich text materials, including pictures, Flash, sound and video. Pages created are easy to edit or update.

5. **Link to a file or web site** allows you to link either to an uploaded file in the course Files folder or to an external Internet page.

4. **Display a directory** gives you the opportunity to display a subfolder from the course Files to your students. The students can open and download the files in that subfolder, but they cannot edit or upload files in the folder. This option is useful if you wish to display a resource with many different files without creating a long list on your course page.

Adding Activities

There are numerous activities available to help you tailor your course. In Moodle Level 1, we will explore the following activities:



1. The **Assignment** is one of the most basic evaluation tools in the Moodle environment. An assignment gives the students a task, which is normally subject to a deadline. Typically, an assignment requires students to carry out a task (write a text online, or write offline and upload it, or another offline task) for the teacher to scrutinize and comment on.

2. The **Choice** activity

allows the teacher to ask a question and provides a choice of multiple responses. This is useful to poll understanding of the class after a lesson or to encourage thinking about a topic.

3. The **Forum** can contribute significantly to successful communication and community building in an online environment. You can use forums for many innovative purposes in educational settings, but teaching forums and student forums are arguably the two more significant distinctions.

4. The **Glossary** is a dictionary type tool to create definitions or examples of terms incorporated into a lesson.

5. The **Learning Diary** activity is used to combine the many Reflections into one ongoing diary. There are so many individual activities in each section.

6. The **Questionnaire** activity is used to create surveys or polls using short answer, rating scales, multiple choice, yes/no and other options.

7. The **Quiz** activity allows you to create short quizzes that consist of multiple-choice, true-false, short answer questions. Questions are kept in a database and can be reused. Quizzes can allow for multiple attempts, can be automatically grades with or without user feedback for each question.

8. The **Survey** activity module is a course activity that provides a number of verified survey instruments, which have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.

About Teaching and Learning Forums

When you decide to use a discussion forum as an activity in an e-learning environment it is important to be aware that your time will be needed in some sense in order to make the activity successful. If your goal is to encourage discussion, the forum will only work if:

- participants feel there is a need/reason to participate and they will gain something from the experience. Incentives for learning, gathering support, etc. should be explored and encouraged early on in order to clearly convey the purpose of the forum to others. Anyone considering offering grades or marks for participation is advised to think very carefully about the difference between quantity and quality of discussions in forums.
- a sense of community and purpose can be fostered amongst participants. This sense of community can be fostered through tutor/teacher initiative and scaffolding, or primarily through the students/participants themselves depending on the intentions of the activity.

Logging Out of Moodle

When you are done with Moodle, please remember to logout using the selection next to your log in name in the upper right hand corner of the screen. Moodle will automatically log you off within two hours if there is no activity within Moodle. However, it is important that you log off of Moodle when using any public computer.

Facilitators: Diana Benner & Sue Harris

Email: dbenner1@saisd.net

shodgesharris1@saisd.net

<http://itls.saisd.net>

Phone: 210-527-1400

ITLS Website: <http://itls.saisd.net>